



*Office of Human Resources  
GOAL Academy High School  
Job Description*

**Title:** Chief Academic Officer  
**Employee Group & Grade:** Executive/Exempt  
**Reports To:** Chief Executive Officer  
**Starting Salary Scale:** \$145,000-\$155,000  
**Calendar Year:** 220 days  
**Date Written/Revised:** March 2025  
**\*All applications must be complete to be reviewed\***

**Why Work at GOAL High School?**

- Great Mission and Great Culture.
- Recognized as an Award-winning High School that serves at-risk students throughout Colorado.
- Recognized as 1 of 3 schools worldwide to receive the distinction of “Biggest Impact School” in technology from Microsoft.
- Our staff can plan vacations with one 14-day break, two 1-week breaks, and additional weeks off in the summer.
- Competitive starting salary based on years of experience and qualifications.
- Potential to earn Pay-for-Performance incentives as a member of the GOAL Team.
- Competitive Benefits include an emphasis on Wellness in the workplace.
- The ability to continue contributing to the Colorado Public Schools Retirement System PERA.
- PERA 401K or Roth 401K with a 5% Match after one year
- Medical, dental, vision, basic life insurance and AD&D plans.
- Health Savings Accounts (HSA).
- Voluntary life insurance for employees and dependents.
- Short-and Long-Term Disability Insurance.
- Optional additional insurance that includes accident, critical illness, and hospital plans.
- Employee Assistance Program.
- The school provides a laptop, cell phone and additional equipment as needed.
- Robust Professional Development and opportunity to work with passionate, mission-driven colleagues who are invested in your personal and professional growth.
- GOAL High School is a qualifying employer for the Public Service Loan Forgiveness Program (PSLF).

**Purpose of Job**

The Chief Academic Officer is responsible for supporting the academic, student, and staff site-based operations of a statewide online program. This role involves collaborating directly with GOAL Principals, Directors, Coordinators, and other GOAL staff to support data-based decision-making, promote student achievement, and ensure that each staff member and student successfully achieves their goals. The Chief Academic Officer reports to the CEO and adheres to the vision, mission, values, policies, and procedures of GOAL, GOAL’s chartering authority (District 49), as well as relevant state policies and regulations.

**Essential Duties and Major Accountabilities**

**Show Up:** Be ACCOUNTABLE for our students, ourselves, and our team.



***Office of Human Resources  
GOAL Academy High School  
Job Description***

**Connect:** Develop and maintain TRANSPARENT and HONEST relationships with our students and team.

**Succeed:** Become a STRONG unified team providing students an INNOVATIVE environment to become productive members of society.

**Essential Duties and Responsibilities**

The following statements describe the general nature and level of work being performed by the leader filling this position. These statements are not an exhaustive list of all duties and responsibilities required by this position.

**Advocacy:**

- Serve as the school's representative and liaison to relevant internal and external committees and associations.
- Advocate with regional leaders in support of individualized education.
- Secure necessary resources (time, people, training, and money) to fully enable education.
- Ensure a Multi-Tiered System of Supports (MTSS) operates effectively to support learning.

**Academic Achievement:**

- Support GOAL Regional Principals to ensure program alignment, staff effectiveness, and academic success for students.
- Support Academic Directors to ensure program alignment, staff effectiveness, and academic success for students.
- Collaborate with other GOAL staff to ensure programmatic success.
- Conduct analyses of school and student achievement data to modify school services.
- Ensure that all staff exhibit and maintain a high level of professionalism, instructional support, and customer service.
- Secure the necessary personnel and programs to provide high-quality learning for students.
- Regularly review and provide accountability for individual, department, and school-wide goals and objectives.
- Collaborate with students, families, GOAL staff, and a variety of institutions (e.g., civic and community centers, community colleges) while supporting GOAL's concurrent enrollment, internships, and community involvement programs.
- Attend civic and community functions.
- Collaborate with the GOAL leadership staff to support data-based decision-making to promote student achievement and alignment among curriculum, instruction, and assessment.
- Monitor and review data to identify and resolve potential problems as well as establish short- and long-term objectives and goals for students, staff, and sites.

**Compliance:**

- Serve as the school expert on federal and state laws and regulations related to student instruction and achievement.
- Develop oversight systems to monitor professional certifications, procedural safeguards, required documentation, and archiving systems within the department.



***Office of Human Resources  
GOAL Academy High School  
Job Description***

- Participate in ongoing professional learning to remain current on best practices and compliance requirements.

**Planning:**

- Provide consultation and support for schools in the development and monitoring of school improvement plans.
- Serve as a liaison with regional improvement teams and district improvement efforts to create or maintain networks with other school improvement efforts.

**Leadership Development:**

- Actively coach and develop an increasing leadership capacity for the following leaders:
  - Regional Principals
  - The Senior Director of Curriculum and Instruction
  - The Director of Student Support Services
  - The Director of Exceptional Student Support Services
  - The Director of Applied and Advanced Learning

**Accountability Standards for all GOAL Academy High School Staff**

- Love for children and ability to work enthusiastically on their behalf.
- Actively and enthusiastically recruit new students through community partnerships and community events.
- Excellent interpersonal, organizational, time-management, verbal, and written communication skills.
- Knowledgeable and comfortable working with technology.
- Able to apply problem-solving skills competently and persistently towards technology issues.
- Proven ability to lead teams and participate in a collaborative decision-making process.
- Strong work ethic to achieve both school and personal goals.
- Ability to maintain a high level of confidentiality.
- Willingness to travel regionally and transport students as required.
- Ethical, honest, and good-humored.

**Minimum Required Knowledge, Skills, and Abilities**

**Education:**

- The Chief Academic Officer must hold a degree plus additional coursework required for certification and licensure.
- Colorado Department of Education Principal License.
- Must reside in Colorado.
- Must possess a valid Driver's License.

**Experience:**



***Office of Human Resources  
GOAL Academy High School  
Job Description***

- Five (5) years of administrative experience in building or district leadership.
- Three (3) years of administrative experience in online learning leadership.
- Or other backgrounds demonstrating the application of the following knowledge, skills, and abilities:
  - Advanced knowledge in the field of education, including educational systems, practices, and the academic basis for such.
  - Advanced knowledge of different learning styles and challenges and the ability to apply them to learners in a blended learning environment.
  - Knowledge of finance and accounting principles.
  - Ability to identify appropriate learning environments for at-risk students.
  - School Unified Improvement Plan experience preferred and ability to manage milestones and drivers toward successfully executing the Plan.
  - Knowledge of data analyses, educational measurement principles, collaborative decision-making, relationship building, group facilitation, problem-solving, as well as resource allocation and prioritization.
  - Well-versed in conflict-resolution skills. Ability to mediate conflicts (e.g., between students, staff, parents, or community members) while promoting the core values of GOAL effectively among all stakeholders.

**Work location: Pueblo, Colorado - This position requires on-site attendance during regularly scheduled GOAL operating hours.**

**Physical Requirements**

**Seldom:**

- Cold (50°F or less) / Heat (90°F or more) / Gases-Fumes / Heights / Climbing / Crawling-Kneeling / Bending / Walking on Uneven Surfaces / Chemical-Solvents / Travel-National or International.
- Over 30 Pounds: Lifting-Lowering / Reaching Over Shoulders / Reaching Forward / Pushing-Pulling / Carrying.

**Occasional:**

- Noise / Working Alone / Local Travel / Visual Acuity-Far / Color Discrimination.
- Over 20 Pounds: Lifting-Lowering / Reaching Over Shoulders / Reaching Forward / Pushing-Pulling / Carrying.

**Frequent:**

- Driving / Work with Others / Visual Acuity-Near / Hearing / Speech / Manual Dexterity / Eye-Hand Coordination / Computer / Mouse / Copier / Scanner / Printer / Telephone.
- Under 20 Pounds: Lifting-Lowering / Reaching Over Shoulders / Reaching Forward / Pushing-Pulling / Carrying.

Colorado Public High Schools are committed to providing equal employment opportunities to all individuals, regardless of race, color, religion, sex, national origin, age, disability, or any other legally protected status. We welcome applications from qualified foreign teachers and are dedicated to fostering



***Office of Human Resources  
GOAL Academy High School  
Job Description***

an inclusive and diverse educational environment. All hiring decisions are based on qualifications, merit, and the needs of the school district. Please note that we are unable to provide visa sponsorship for this position.

In compliance with federal and state laws, including the Civil Rights Act of 1964 and the Immigration and Nationality Act, we ensure that all employment practices are conducted without discrimination based on citizenship or immigration status. However, as a recipient of federal funding, we must adhere to specific regulations regarding the employment of foreign nationals.